



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1  
UNITED STATES ARMY CIVILIAN HUMAN RESOURCES AGENCY, WEST REGION  
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FORT HUACHUCA, AZ 85613-7076



REPLY TO THE ATTENTION OF:

PECP-WER-A

February 14 2006

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: West Region External Standing Operating Procedure E- 05-01: Procedures for Processing Official Written Reprimands (OWR) & Within-Grade Step Increase (WIGI) Actions (Supersedes SOP E-02-07 dated 26 February 2002)

1. The following procedures are established for processing OWRs and WIGIs in the West Region:

a. Official Written Reprimands:

(1) Subsequent to the issuance of an OWR to an employee, the Civilian Personnel Advisory Center (CPAC) will forward a copy of the OWR which reflects the employee's acknowledgment of receipt (or declination to do so) to the Civilian Personnel Operations Center (CPOC), ATTN: PECP-WER-B, via transmittal record (DA form 200), via facsimile, or via e-mail.

(2) The CPOC will accomplish required Defense Civilian Personnel Data System (DCPDS) coding and file the OWR in the employee's Official Personnel File (OPF).

(3) Based on a recurring internal automated suspense report, the CPOC will extract the OWR from the employee's OPF on the specified expiration date and destroy it. Alternately, the CPOC will extract and destroy the OWR upon receipt of e-mail notification from the CPAC of a manager's decision to purge the OWR prior to the initially established expiration date. The automated record will also be cleared. The CPOC will notify the CPAC of individual reprimand expirations/purges.

b. WIGIs:

(1) Denial based on annual performance appraisal:

(a) Under 5 CFR 531, the grant or denial of a WIGI is based on an acceptable level of competence determination which, in turn, is based on an employee's current (most recent) rating of record. DCPDS is programmed to automatically generate a Notification of Personnel Action (NPA) to grant a WIGI to an employee whose current performance appraisal is success level 3 or higher on the employee's WIGI eligibility date.

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(b) However, a WIGI denial NPA *is not* automatically generated for an employee whose current performance appraisal is success level 4 ("fair") or 5 ("unsuccessful"). In this circumstance, *a management initiated RPA is required to deny a WIGI*. Since a WIGI denial is an adverse action, management should coordinate with the CPAC prior to the employee's WIGI eligibility date to assure that all procedural requirements are met.

(c) A Business Objects Application (BOA) report which identifies employees with current performance appraisals of success level 4 and success level 5 (coded as 1 or 2 in DCPDS) is available to assist management and the CPAC in monitoring potential WIGI denials (sample at enclosure 1). The report can be generated by retrieving the WT-DENY-WGI report from Corporate Documents in BOA. As a minimum, CPACs should run this report during the first week of each month.

(d) Based on the monthly (or more frequent) review of the BOA report, the CPAC will issue either an advanced "Notice of Negative ALOC Determination" (sample at enclosure 2), or a "Notice of Unacceptable Performance/PIP" (sample at enclosure 3), or a Notice of WIGI Denial" (sample at enclosure 4), thereby assuring the employee's entitlement to advanced notification.

(2) Denial or reinstatement based on current performance:

(a) If an employee's current performance is not commensurate with that reflected on his/her most recent appraisal, or if the CPAC is aware of current performance problems, the CPAC will contact the manager to coordinate the issuance of a special appraisal. The special appraisal will be used to document the manager's acceptable level of competence decision, and to process the appropriate personnel action:

- to grant a WIGI to an employee who is performing acceptably, but whose current rating of record is below success level 3, or

- to deny a WIGI to an employee who is not performing acceptably, but whose current rating of record is success level 3 or higher.

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(b) The CPAC will fax a copy of the completed special appraisal to the CPOC, ATTN: PECP-WER-B, as far in advance of the employee's WIGI eligibility date DCPDS coding to produce a WIGI or WIGI Denial action consistent with the Acceptable Level of Competence (ALOC) decision reflected on the special appraisal, and, in the case of paragraph 1.b(2)(a) above, prevent the grant of an undesired, automatic WIGI to an employee whose current performance is less than acceptable.

(c) Completing a special appraisal to grant a WIGI to an employee whose present performance is acceptable despite a current sub-standard rating of record should pose no procedural problems. However, situations will arise in which a special appraisal cannot be accomplished in time to prevent the issuance of an undesired WIGI to an employee whose present performance is unacceptable despite a current acceptable rating of record. Management may need additional time for such purposes as finalizing the special appraisal, issuing a performance warning notice, placing the employee on a Performance Improvement Plan (PIP), combining the WIGI Denial with a performance based removal/change to lower grade action, negotiating an ATD agreement, etc. In these cases, the CPAC will submit an e-mail request to the servicing CPOC CFD Branch Chief to temporarily delay the ALOC determination/WIGI decision in DCPDS. These requests will be honored absent a clear legal/regulatory violation. Such delays should be exercised sparingly, and will be of short duration (NTE 120 days). Final WIGI action should be consummated as soon as practical under the individual circumstances of the case.

2. Early and continuing CPAC/CPOC coordination will be essential in order to properly process OWRs and non-routine WIGI actions. The Human Resources Specialist assigned to the Office of the West Regional Director will serve as the point of contact for these and other Management Employee Relations (MER) issues requiring similar coordination.

4 Enclosures

  
JIM ATWELL  
Acting Director, West Region

DISTRIBUTION:

CPAC, Fort Huachuca

## CPAC, Yuma Proving Ground

CPAC, Sierra Army Depot

CPAC, Fort Irwin

CPAC, POM DLI

CPAC, COE, South Pacific Division

CPAC, White Sands Missile Range

CPAC, COE Northwest Division

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CPAC, Corpus Christi Army Depot

CPAC, COE, Omaha District

CPAC COE, Kansas City District

Chief, Customer Focused Division I

Chief, Customer Focused Division II

Chief, Information Services Division

Chief, Management Support Office

Chief, Human Resource Development Division

# ENCLOSURE 1

## Current Appraisals

SSN	Name Pers	PP-Sers-Grd-Step Perm	Rating Of Rcd Curr	Appr Rate Eff Date Curr	Ar Appr Perf Rate Due Dt	WIGI Statu s	Dt WIGI Due	WIG Date
### ## #####	(NAME)	GS-0801-13-07	2	12/12/2003	12/15/2004	1.00	6/10/2007	
### ## #####	(NAME)	GS-1105-06-08	2	2/24/2005	1/31/2006	1.00	10/2/2005	
### ## #####	(NAME)	GS-0854-12-05	1	11/15/2004	10/31/2005	1.00	10/17/200	4
### ## #####	(NAME)	GS-0679-04-02	2	5/20/2005	4/30/2006	1.00	12/14/200	5
### ## #####	(NAME)	GS-0679-04-10	2	5/20/2005	4/30/2006			
### ## #####	(NAME)	GS-0303-07-09	2	2/24/2005	1/31/2006	1.00	10/16/200	5
### ## #####	(NAME)	GS-0640-05-03	2	5/25/2005	4/30/2006	1.00	2/19/2006	
### ## #####	(NAME)	GS-0301-13-08	2	8/31/2004	6/30/2005	1.00	9/17/2006	
### ## #####	(NAME)	GS-0679-04-01	2	6/2/2005	4/30/2006	1.00	5/17/2004	
### ## #####	(NAME)	GS-2010-09-07	1	3/22/2005	10/31/2005	1.00	2/18/2007	
### ## #####	(NAME)	WG-3566-02-03	2	5/19/2005	4/30/2006	1.00	10/15/200	6
### ## #####	(NAME)	GS-0679-04-10	2	4/30/2005	4/30/2006	1.00		
### ## #####	(NAME)	GS-0203-07-05	2	4/20/2005	2/28/2006	1.00	6/11/2006	
### ## #####	(NAME)	GS-0201-09-05	2	12/8/2004	10/31/2005	1.00	4/2/2006	
### ## #####	(NAME)	GS-0303-05-10	2	6/2/2004	4/30/2005			
### ## #####	(NAME)	GS-0855-13-10	2	7/29/2004	6/30/2005	1.00		
### ## #####	(NAME)	WG-3566-02-00	2	5/19/2005	4/30/2006	1.00		

**ENCLOSURE 2**

***(Letterhead)***

MEMORANDUM FOR: *(EMPLOYEE NAME / ADDRESS)*

SUBJECT: ACCEPTABLE LEVEL OF COMPETENCE (ALOC) DETERMINATION

1. On *(Date)*, you received an *(annual / special)* civilian evaluation report *(DA Form 7222 / DA Form 7223)* for the rating period *(From Date – To Date)*. This evaluation reflected a summary rating level of [4 *(“Fair”)* or 5 *(“Unsuccessful”)*]. In accordance with Section 531.409, 5 Code of Federal Regulations and Chapter 4302, Army Regulation 690-400, this current rating of record constitutes a negative ALOC determination. The reasons for this negative ALOC determination are delineated in the evaluation report.

2. Absent the negative ALOC determination, you would become eligible for a within grade step increase (WIGI) to *(Schedule / Series / Grade / Step)* on *(Date)*. However, I must inform you that your eligibility for the WIGI is contingent on your having demonstrated an acceptable level of competence for a minimum of 120 days at the time you would otherwise become eligible. Accordingly, your WIGI will be denied should your performance remain below an acceptable level, i.e., “success level 3” as defined in the aforementioned Army Regulation. If your performance improves to an acceptable level, I will issue you an evaluation report reflecting the improvement and your WIGI will be approved. In order to demonstrate an acceptable level of competence, I have identified the following performance factors in which specific improvements must occur:

- a.
- b.
- c.

3. Should your WIGI be denied, you would receive appropriate formal written notification, to include your right to request a reconsideration of the negative determination by your chain of command, and the right to contest any final negative determination under applicable grievance or appeal procedures.

4. You are requested to acknowledge your receipt of this correspondence by signing and dating the copy provided for that purpose and returning it to me. Failure to sign will not void its content.

***(Signature Block)***

**ENCLOSURE 3**

**(Letterhead)**

MEMORANDUM FOR

SUBJECT: Notice of Unacceptable Performance

1. Your performance as a \_\_\_\_\_, \_\_\_\_\_, has declined to the extent that I must warn you that continued substandard performance cannot be tolerated. I am prescribing the \_\_\_\_ calendar day period commencing upon your receipt of this notice as a formal performance improvement period during which you will be extended the opportunity to improve your performance to an acceptable level.

2. DA Form 7223-1, Base System Civilian Performance Counseling Checklist/Record, was issued and discussed with you on \_\_\_\_\_. Through this document I communicated duty tasks to you, and notified you of the generic responsibilities and performance standards established by the Department of the Army for Base System employees, to include:

a. TECHNICAL COMPETENCE: Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

b. ADAPTABILITY/INITIATIVE: Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

c. WORKING RELATIONSHIPS/COMMUNICATIONS: As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

d. RESPONSIBILITY/DEPENDABILITY: Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

3. I have determined that you are currently failing to meet performance expectations in responsibilities \_\_\_\_\_. Specific deficiencies upon which I base this determination include:

a.

b.

c.

4. The above cited deficiencies clearly evidence your having failed to meet performance expectations, despite your having received all the necessary training to equip you to perform your duties competently. Performance expectations have been clearly communicated to you, most recently on \_\_\_\_\_.

5. During the next \_\_\_\_ days, I will review your attempts toward improvement. A detailed and specific performance plan is enclosed hereto to assist you in understanding exactly what level of performance is expected. In addition, I will provide counseling to you on a weekly basis. Should your performance

improve during this opportunity period, you will be so notified in writing. Should improvement to an acceptable level not occur, I would have no alternative but to reassign, demote, or remove you from the Federal service.

6. You are requested to acknowledge your receipt of this correspondence by signing and dating the copy provided for that purpose and returning it to me. Failure to sign will not void the content of this notice. If you have questions regarding your rights in this matter, you may contact a Human Resources Specialist at the \_\_\_\_\_ CPAC, telephone extension \_\_\_\_\_

**(Signature Block)**



**ENCLOSURE 4**

**(LETTERHEAD)**

MEMORANDUM FOR

SUBJECT: Denial of Within-Grade Increase

1. I hereby notify you that the within-grade increase (WIGI) to which you *(became/become)* eligible on *(Date)* from *(Pay Plan / Series / Grade / Step)* to *(Pay Plan / Series / Grade / Step)* *(has been/will be)* denied. Standard Form 50, Notification of Personnel Action, effecting this action will be forwarded to you under separate cover, and a copy will be filed in your Official Personnel Folder (OPF).

2. In order to be eligible for a WIGI, your performance must be at an acceptable level of competence. The determination regarding an acceptable level of competence is based on your most recent performance evaluation. Since your most recent annual evaluation, dated *(Date)*(encl 1), was less than "Success Level 3", you are not considered to be performing at an acceptable level of competence. Therefore, you cannot be granted a WIGI.

3. Your performance will continue to be monitored and I will periodically apprise you of your progress toward meeting performance expectations. Another determination regarding your eligibility for a WIGI will be made no earlier than 120 days and no later than 52 weeks following the original eligibility date. In order to be eligible for a WIGI, you must meet all the *(Major Performance Objectives/Individual Performance Standards / DA Responsibilities and Performance Standards)* established in your *(Senior System Civilian Evaluation Report Support Form / Base System Civilian Performance Counseling Checklist)* (encl 2).

4. You have the right to request a reconsideration of this decision to deny your WIGI. Your request for reconsideration must be addressed to *(Management Official / Organization / Address)*, and must state the reasons why you believe the WIGI denial should be reconsidered. You may be represented in this matter by a representative of your choice unless that individual's activity as representative would create a conflict of interest or position, or release from his/her official duties would give rise to unreasonable costs to the government. You must designate your representative, and any change thereto, to me in writing prior to your designee performs representational duties. You or your representative must file the request for reconsideration within 15 calendar days following your receipt of this notice. A final decision will be issued to you in writing.

5. You are requested to acknowledge your receipt of this notice by signing and dating the copy provided for that purpose. Failure to sign will not void the content of this notice.

2 Encls

***(Signature Block)***